UNITED
NATIONS

ST

Secretariat

ST/SGB/1998/3
23 February 1998

SECRETARY-GENERAL'S BULLETIN

ORGANIZATION OF THE SECRETARIAT OF THE ECONOMIC COMMISSION FOR EUROPE

The Secretary-General, pursuant to Secretary-General's bulletin ST/SGB/1997/5, entitled "Organization of the Secretariat of the United Nations", and for the purpose of establishing the organizational structure of the secretariat of the Economic Commission for Europe, promulgates the following:

Section 1

General provision

The present bulletin shall apply in conjunction with Secretary-General's bulletin ST/SGB/1997/5, entitled "Organization of the Secretariat of the United Nations".

Section 2

Functions and organization

2.1 The secretariat of the Economic Commission for Europe (ECE):

(a) Provides substantive secretariat services and documentation for the Commission and its subsidiary organs;

(b) Supports the development by its member States of norms and standards and conventions that facilitate understanding and harmonious economic relations between all the countries of the ECE region, despite their diversity, and their integration into the European and world economy;

(c) Produces statistics, information and analysis on all the countries of the region and on their increasing interdependence;

(d) Provides advisory services to Governments, at their request, and plans, organizes and executes operational activities relating to transition to a market economy or integration within the region;

(e) Organizes conferences and intergovernmental and expert group meetings, training workshops, symposia and seminars;

(f) Cooperates with the secretariats of other international organizations active in Europe, in particular those of regional institutions and subregional groupings, taking into account the proven advantage of the organizations concerned so as to avoid duplication;

(g) Coordinates ECE activities with those of the major departments/offices of the United Nations at Headquarters, specialized agencies and European institutions and intergovernmental organizations, with a view to avoiding duplication, ensuring complementarity and exchanging information.

2.2 The Secretariat is divided into organizational units, as described in the present bulletin.

2.3 The Secretariat is headed by an Executive Secretary. The Executive Secretary and the officials in charge of each organizational unit, in addition to the specific functions set out in the present bulletin, perform the general functions applicable to their positions, as set out in Secretary-General's bulletin ST/SGB/1997/5.

Section 3

Executive Secretary

3.1 The Executive Secretary is accountable to the Secretary-General.

3.2 The Executive Secretary is responsible for all the activities of ECE, as well as its administration; provides the Secretary-General with advice and support on economic matters relating to the region, in particular to countries with economies in transition; maintains contacts on behalf of the Secretary-General with individual Governments or groups of countries in the field of economic cooperation; directs substantive support and secretariat services to the Commission and its subsidiary organs, as well as to the Economic and Social Council and to other departments/offices of the United Nations Secretariat, specialized agencies, intergovernmental and non-governmental organizations and the media; and coordinates and maintains liaison with other United Nations bodies active in the economic and social fields, in particular within the framework of the Executive Committee for Economic and Social Affairs.

Section 4

Office of the Executive Secretary

4.1 The Office of the Executive Secretary is headed by the Special Assistant to the Executive Secretary, who also serves as the Secretary of the Commission.

The Special Assistant to the Executive Secretary is accountable to the Executive Secretary.

4.2 The Office of the Executive Secretary is responsible for the executive direction, management, policy guidance and leadership of the Secretariat, which includes the coordination of the work of the Commission; programming and programme performance; the relations with Governments; the coordination with, and reporting to, United Nations Headquarters - the Secretariat, the Economic and Social Council and the General Assembly; the relations with other United Nations entities and with non-United Nations organizations; and the external promotion of ECE and public information.

Section 5

Deputy Executive Secretary

5.1 The Deputy Executive Secretary is accountable to the Executive Secretary.

5.2 The Deputy Executive Secretary assists and advises the Executive Secretary in the executive direction and management of the Secretariat; deputizes for the Executive Secretary when required and represents him at meetings and delivers statements and messages on his behalf; supervises ECE operational activities and directs those which involve several countries and divisions of ECE; maintains external relations related to the work and operational activities of ECE with government representatives in countries concerned and senior officials or representatives of international organizations and European institutions; and coordinates ECE programme activities of a cross-sectoral nature as delegated by the Executive Secretary.

Section 6

Administrative and Conference Services Unit

6.1 The Administrative and Conference Services Unit is headed by a Chief who is accountable to the Executive Secretary.

6.2 The Administrative and Conference Services Unit, in addition to those functions set out in section 7 of Secretary-General's bulletin ST/SGB/1997/5, deals with all issues related to staff administration, budgetary and financial matters and general services, as well as conference and documentation services.

Section 7

Coordinating Unit for Operational Activities

7.1 The Coordinating Unit for Operational Activities is headed by a Chief who is accountable to the Executive Secretary through the Deputy Executive Secretary. The Unit deals with issues and activities that, within the ECE mandate, respond to the needs of specific groups of countries.

7.2 The Unit coordinates or organizes seminars and workshops in all sectors, but in particular in areas no longer covered by intergovernmental bodies.

Section 8

Environment and Human Settlements Division

8.1 The Environment and Human Settlements Division is headed by a Chief who is accountable to the Executive Secretary.

8.2 The core functions of the Division are as follows:

(a) Servicing the Committee on Environmental Policy, the Committee on Human Settlements and their subsidiary organs and the Executive Body of the Convention on Long-range Transboundary Air Pollution;

(b) Elaborating and servicing implementation of regional legally binding instruments on air pollution, water management, environmental impact assessment, industrial accidents and public information and participation;

(c) Providing assistance to ECE member States in promoting and strengthening cooperation in the fields of environment protection, sustainable development and human settlements through coordination of national, subregional, regional and global objectives and convergence of national policies and practices in those fields;

(d) Undertaking national environmental performance reviews in countries with economies in transition;

(e) Coordinating regional and interregional activities as a follow-up to the United Nations Conference on Environment and Development;

(f) Providing substantive services to the Environment for Europe process, in particular for the preparation of and the follow-up to ministerial meetings organized within that framework;

(g) Contributing to the regional follow-up to the United Nations Conference on Human Settlements (Habitat II);

(h) Undertaking studies and disseminating information and policy analysis on specific human settlements topics and preparing soft law texts in the form of strategies, recommendations and guidelines to ECE Governments;

(i) Providing advisory services to countries with economies in transition in respect of all of the above.

Section 9

Transport Division

9.1 The Transport Division is headed by a Chief who is accountable to the Executive Secretary.

9.2 The core functions of the Division are as follows:

(a) Servicing the meetings of the Inland Transport Committee and its subsidiary organs, as well as those of Economic and Social Council bodies on the transport of dangerous goods;

(b) Promoting regional and subregional cooperation among ECE member States aimed at the development of an integrated transport system in the ECE region and the facilitation of international road, rail, inland water and combined transport;

(c) Elaborating, harmonizing, administering, updating and promoting international legal instruments in the field of transport;

(d) Providing assistance in the proper implementation of those legal instruments;

(e) Providing assistance in the identification of obstacles to the development of international transport and in the formulation of policies and measures aimed at the facilitation of international transport in the region, while improving its safety and environmental performance;

(f) Promoting cooperation of customs authorities in facilitating international road and rail traffic through simplification and harmonization of border-crossing procedures;

(g) Collecting, analysing and disseminating information on transport trends, developments and data in the ECE region.

Section 10

Statistical Division

10.1 The Statistical Division is headed by a Chief who is accountable to the Executive Secretary.

10.2 The core functions of the Division are as follows:

(a) Acting as the secretariat of the Conference of European Statisticians, servicing its plenary session and expert meetings and conducting follow-up work associated with the latter meetings;

(b) Coordinating through the Conference all international statistical work in the ECE region;

(c) Preparing the integrated presentation of ECE statistical work and that of other international and supranational organizations working in the ECE region;

(d) Improving national statistics and promoting coordination and uniformity of concepts for all countries in the region and in response to the emerging needs of countries with economies in transition through the organization of intergovernmental meetings in various fields of economic, social and demographic statistics, the preparation of guidelines and publications on methods and techniques and the provision of regional advisory services and technical assistance;

(e) Cooperating in the development of international standards for the electronic exchange of statistical messages in the framework of the Western European Electronic Data Interchange for Administration, Commerce and Transport Board;

(f) Providing the Economic Analysis Division of the Commission with macroeconomic and other statistics for the Economic Survey of Europe and for other economic research;

(g) Providing for the Commission's information systems and graphic design requirements.

Section 11

Trade, Industry and Enterprise Development Division

11.1 The Trade, Industry and Enterprise Development Division is headed by a Chief who is accountable to the Executive Secretary.

11.2 The core functions of the Division are as follows:

(a) Servicing the Committee on Trade, Industry and Enterprise Development, the Timber Committee and their subsidiary organs and the Centre for Facilitation of Procedures and Practices for Administration, Commerce and Transport;

(b) Promoting regional cooperation on trade and investment promotion and enterprise development;

(c) Providing guidelines and assistance to the countries with economies in transition in formulating policies aimed at trade reforms, facilitating interregional trade, developing new business operators and promoting foreign investment;

(d) Facilitating the exchange of experience and policy debates on restructuring of industry in ECE member countries, including in the chemical and steel industries, and the transformation of countries with economies in transition to a market economy;

(e) Defining and setting standards and recommendations for trade facilitation and agricultural produce and analysing the related policy issues;

(f) Monitoring and analysing the sustainable development of the forest and forest produce sector in the ECE region;

(g) Providing substantive support to the Economic Forum of the Organization for Security and Cooperation in Europe and to seminars organized by the latter in the fields of trade and investment.

Section 12

Economic Analysis Division

12.1 The Economic Analysis Division is headed by a Chief who is accountable to the Executive Secretary.

12.2 The core functions of the Division are as follows:

(a) Providing regular analysis of current economic developments in member States, economic relationships between them and with the rest of the world;

(b) Drawing attention to and conducting policy-oriented research on structural economic problems and issues, in particular those related to economic transformation in the countries with economies in transition;

(c) Producing publications on the above-mentioned issues, in particular through the Economic Survey of Europe;

(d) Providing assistance in the process of economic integration between member States of the region;

(e) Studying demographic developments in the ECE region within the framework of the implementation of the Programme of Action of the 1994 International Conference on Population and Development, focusing on ageing, fertility and family and international migration;

(f) Organizing and servicing an annual seminar on a special topic to precede the annual meeting of the Commission.

Section 13

Division for Sustainable Energy

13.1 The Division for Sustainable Energy is headed by a Chief who is accountable to the Executive Secretary.

13.2 The core functions of the Division are as follows:

(a) Servicing the Committee on Sustainable Energy and its subsidiary organs;

(b) Promoting regional and subregional cooperation in the energy field;

(c) Providing assistance and information on energy resources, their exploration, production, upgrading, conversion, transmission, distribution, storage and uses in all parts of the ECE region;

(d) Providing assistance to countries with economies in transition to help implement market-oriented energy policies and market-based energy reforms, in particular in the fields of coal, gas and electric power;

(e) Elaborating strategies and policies for the development of sustainable energy systems, to promote the efficient use of energy and to develop norms and standards in order to facilitate the societal transition to more sustainable forms of development;

(f) Managing the execution of the Energy Efficiency 2000 Project to promote the implementation of strategies to enhance energy efficiency, standards and investments;

(g) Working with the ECE Gas Centre to build up and strengthen human resources and institutional capacities in order to promote the development of a market-based gas industry in economies in transition.

Section 14

Final provisions

14.1 The present bulletin shall enter into force on 1 March 1998.

14.2 The Secretary-General's bulletin of 29 February 1996, entitled "Functions and organization of the Secretariat of the Economic Commission for Europe" (ST/SGB/Organization, Section: ECE), is hereby abolished.

(Signed) Kofi A. ANNAN
Secretary-General